



# PURCHASE ORDER

**PO Number:303-0-0451**

*Requisition Number:303-0-01072*

**Order Date: 1/2/2020**

**Released**

**MAIL INVOICE TO AGENCY BELOW**

TEXAS FACILITIES COMMISSION  
FISCAL MANAGEMENT / ACCOUNTS PAYABLE  
P.O. BOX 13047 Austin, Texas 78711-3047  
OR  
email to: [accountspayable@tfc.state.tx.us](mailto:accountspayable@tfc.state.tx.us)

**Delivery Location**

Parking Garage R, Warehouse  
1706 San Jacinto Blvd.  
Austin, TX 78701

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

36966966966  
Texas Correctional Industries  
PO BOX 4013  
Huntsville, TX 77342  
Customer Service  
Phone:936-437-6048, Fax:936-437-8423  
[tdci@tdcj.texas.gov](mailto:tdci@tdcj.texas.gov)

Name Plate for Ian Bishop

TSB Contract No. 665-A2

**Description** TSB PO No. 20048024

TFC Contact:

Sarita Burks, 512-463-3446

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Nameplate for new Legislative Affairs and External Communications Advisor	27	SQIN	\$0.25	1/2/2020	2/28/2020	\$6.75
Color: #715 Radiant Gold/Black lettering Artwork: Texas State Seal on left side Size: 9" x 3" Backing: Velcro Corners: Rounded Font Style: Optima Name: IAN BISHOP						

**NIGP Class:** 665  
**NIGP Item:** 54  
**Object Class:** 334  
**Reimbursement Type:** Not Reimbursable

**Grand Total \$6.75**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2020
<b>Division</b>	Executive
<b>Program</b>	Executive
<b>Phone</b>	5124633446
<b>Org Code</b>	0101 - Executive Staff, Commissioners, Public
<b>Type of Purchase/PCC Code</b>	'A' Purchases as Automated Term Contracts using TxSmartBuy
<b>Work Order Number</b>	n/a

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

#### Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.**

#### TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: \_\_\_\_\_  
 Sastry, Archana - CTCM, CTPM, 5124632743

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)